

**INSTITUTIONAL REVIEW BOARD
SOP 202: MANAGEMENT OF THE IRB**

POLICY

The management of the membership of the IRB and oversight of member appointments, IRB-related activities, communications, and other administrative details are the responsibility of the IRB administrator.

PROCEDURES

1. Terms

1.1 Members will serve on the IRB for a non-specified length of time. There is no set term limit.

2. Appointments

2.1 The IRB administrator in consultation with either IRB Co-Chair or the Manager of Clinical Research has the authority to appoint members to the IRB; however, the prospective IRB member is required to attend at least one IRB meeting as a guest.

3. Resignations and Removals

3.1 IRB members may resign at any time. Members are asked to do so in writing. The vacancy will be filled as quickly as possible.

3.2 IRB members may be removed due to poor attendance and/or failure to perform.

4. Compensation

4.1 There is no compensation for serving on the IRB, though lunch may be provided when meeting in-person.

4.2 From time to time, but no more than annually, IRB members may be provided with a gift card or other tangible gift of appreciation not exceeding \$75.00 in value.

4.3 An appreciation luncheon or dinner may be provided anytime throughout a given year.

SCOPE

This SOP applies to the IRB administrator, the Manager of Clinical Research, and all IRB members.